



Chartered Institute of  
Professional Certifications  
1006 N Rexford Street  
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll the Certified Environmental Impact Assessment Manager (CEIA™) program to further enhance my environmental impact assessment skills and I would like to gain your approval to attend this program. By attending this accredited program, I will learn how to develop an effective environmental impact assessment that will help our organization to assess the environmental projects and reduce or eliminate any impacts

Led by Marina Mattera, a highly sought-after sustainability expert, this program will run through every major aspect of conducting an in-depth EIA from impact identification to public involvement, environmental prediction, monitoring and quality control. With this program, I will learn to develop comprehensive quantitative and qualitative methodologies required for an effective EIA report and be exposed to international legal frameworks and environmental compliance required in every major jurisdiction (including EU, UK, US, ANZ and APAC). Some of the key skills this program will bring include:

- Impact Assessment
- EIA Report Preparation
- Environmental Risk Mitigation
- Environmental Auditing (EA)
- EIA Monitoring Measures
- Environment Management Plans (EMP)
- Environmental Impacts Prediction

I believe these skillsets will prove invaluable to me and you can be assured that after attending this online program, I will be able to contribute further to our organization's sustainable development projects by building a robust EIA framework. In addition, this program will allow me to earn the Certified Environmental Impact Assessment Manager (CEIA™) designation which I believe will significantly add high value to our organization and team's credibility.

I look forward to gaining your approval to attend this online program.

Sincerely,  
Your Name